**[COMPANY NAME AND LOGO]**

**NEW HIRE CHECKLIST**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee Name:** | | | | | |
| **Date:** | | **Department:** | | | |
| **Supervisor’s Name:** | | | | **Start Date:** | |
| **✔** | **Action Steps** | | **Responsibility** | | **Date Completed/ Initials** |
|  | Staffing need identified | | Department | |  |
|  | Job description reviewed or developed | | Human Resources | |  |
|  | Position posted | | Human Resources | |  |
|  | Resumes/applications collected and prescreened | | Recruiter | |  |
|  | Interviews scheduled | | Recruiter | |  |
|  | Conditional job offer extended | | Recruiter | |  |
|  | Offer letter created and submitted to candidate | | Recruiter | |  |
|  | Candidate accepts offer | |  | |  |
|  | References/previous employment checked | |  | |  |
|  | Background checked | |  | |  |
|  | Physical passed | |  | |  |
|  | Drug test passed | |  | |  |
|  | Signed Offer Letter received from employee | |  | |  |
|  | Copy of Employee handbook distributed to new hire | |  | |  |
|  | Acceptance of Employee Handbook – signed | |  | |  |
|  | I-9 Documentation | |  | |  |
|  | Tax withholding forms | |  | |  |
|  | New hire reporting form | |  | |  |
|  | Copy of Employee ID, SS# and/or Birth Certificate | |  | |  |
|  | Insurance forms | |  | |  |
|  | Retirement forms | |  | |  |
|  | Payroll/direct deposit forms | |  | |  |
|  | Access codes and keys | |  | |  |
|  | Create employee file | |  | |  |
|  | Employee tour, orientation, and training | |  | |  |